

**OneChain Immunotherapeutics S.L** is a clinical stage spin-off company from Fundació Josep Carreras with investment by Invivo Partners, Clave Capital, Nara Capital and CDTI-Innvierte (Ministerio de Industria).

Our mission is to improve people’s health by advancing our innovative clinical and preclinical pipeline of immunotherapies against various cancers. For more information, please visit

<https://www.onechaintx.com/>

**JOB DESCRIPTION**

Job Title	Head of Administration
<b>Role and responsibilities</b>	<p>We are looking for an experienced and highly motivated Head of Administration to join our company. This position will work cross-functionally with all the teams in the company, managing all aspects related to Administration and will report directly to the CEO. We are a small company, and you will be a crucial part of our important work and make a daily contribution to our mission.</p> <p>The main responsibilities of this position are:</p> <p><b>Financial and Controlling tasks</b></p> <ul style="list-style-type: none"> <li>• Budget management, billing control and validation of monthly payments.</li> <li>• Generation of purchase orders. Control and monitoring of orders.</li> <li>• Assisting with the economic justification of competitive funds for research.</li> <li>• Assisting with the preparation of reports.</li> </ul> <p><b>Coordination and monitoring of outsourced services</b></p> <ul style="list-style-type: none"> <li>• Finance and accountancy</li> <li>• Labour and payroll</li> <li>• Health &amp; Safety</li> <li>• IT</li> </ul> <p><b>Office Management</b></p> <ul style="list-style-type: none"> <li>• General administrative work to support our team.</li> </ul>
<b>Qualification required</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in business, business administration, or equivalent.</li> </ul>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>• Experience in a similar senior role, such as a Head of Administration, Project Officer or Financial Controller.</li> <li>• Experience in biopharmaceutical companies, startups, or research institutions active in life sciences.</li> </ul>

<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Good management and interpersonal skills and the ability to work both autonomously and as part of a team.</li> <li>• Excellent organizational and time management skills. Detail oriented, ability to handle multiple tasks simultaneously and work under tight deadlines.</li> <li>• High level of motivation, ability and willingness to learn in new areas of scientific knowledge and management.</li> <li>• Creative problem solving.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• Fluent in Spanish and English as a minimum</li> </ul>

<b>Salary</b>	<ul style="list-style-type: none"> <li>• Salary and bonus are commensurate with qualifications, consistent with the company's pay scales and revised based on results and competence.</li> </ul>
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• Open-ended contract. Trial period based on Spanish current legislation.</li> <li>• Location: Barcelona, Parc Científic de Barcelona <a href="https://www.pcb.ub.edu/en/">https://www.pcb.ub.edu/en/</a></li> <li>• Reporting to the CEO of the company</li> <li>• Target start date April / May 2025</li> </ul>
<b>Application Procedure</b>	<ul style="list-style-type: none"> <li>• Please send your full CV and a motivation letter (please explain why you are interested in this job). Provide two referees able to assess your previous performance.</li> <li>• Application should be sent to the CEO (stefanos@onechaintx.com) before 15/04/2025. Please clearly state "Head of Administration" Position OneChain. The pre-selection process will be based on qualifications and expertise.</li> </ul>